

2015 Workload Analysis Instructions

The following instructions are to be used by District Conservationists in completing the 2015 Workload Analysis. These instructions are intended to add consistency and accountability to the data collection process. The need for additional instruction is anticipated, and will be addressed through a Question and Answer process that has been added to the Iowa NRCS Share Point site at the link below, and will be updated as questions arise.

Link to the Iowa NRCS 2015 Workload Analysis Share Point Site:

https://ems-team.usda.gov/sites/NRCS_Iowa/2015%20Workload%20Analysis/Forms/AllItems.aspx

Basic Instructions: Return completed worksheet(s) to your Assistant State Conservationist for Field Operations by **May 5, 2015.**

1. **Use FY 2014 data** from the sources identified in “column G” labeled “source data” for all data entry.
2. Data entry is required for each County/Field Office individually. Two County management Units will need to develop data for each office separately.
3. Complete the **yellow highlighted** cells of the 2015 Workload Analysis Data Collection Sheet for the appropriate Counties / Field Offices within their control (exception: lines 4 and 5 of the worksheet include yellow highlighted cells that do not require data entry). County worksheets are tabbed at the bottom of the screen when you open the Excel workbook.
4. Use definitions where provided for the work items in “column A” to better define the work items. The definitions are visible when you hover the cursor over the work item in the spreadsheet.
5. “Column H” can be used to record Field Office comments regarding how the information was developed.
6. All of the Time/Unit calculations were based on the Field Office level activities. Therefore, when you are computing your staff time, focus on the staff that regularly conducts Field Office level activities (FO and Sub Area level staff)

Instructions for each Topic Area:

7. “Conservation Planning” section - data entry is required for the “number of units” only. Use the PRS reports to determine a total number and then utilize the definitions provided, and field office records, to divide the overall number of conservation plans up between the categories.
8. “Conservation Programs” section - data entry is required for the “number of units” only. Use the source data indicated to determine the number of units completed in the previous FY.
9. “Conservation Practice Implementation” section - data entry is required for the “number of units” only. Use the definitions provided and PRS report 2.22.
10. “HEL/WET Compliance Workload” section - data entry is required for the “number of units” only. Use the source data indicated to determine the number of units completed in the previous FY.
11. “Resource Concerns” section – no data entry is required at the Field Office Level.

12. "Other Tasks" section - data entry is required for the "time per unit (Hrs)" and "number of units". Up to five additional "work items" can be added to this section.
13. "Leave" section – data entry is required for the "number of units". Utilize the definitions provided and enter the total number of Leave hours for the Field Office. This section needs to be matched with the "Staffing Information" section in that all staff included in the "Staffing Information" section is also included in the "Leave" section.
14. "Staffing Information" section – data entry is required for the "number of units". Utilize the definitions provided and enter the total number of staff for the Field Office. This section needs to be matched with the "Leave" section in that all staff included in the "Staffing Information" section is also included in the "Leave" section. When you are computing your staff time, focus on the staff that regularly conducts Field Office level activities (FO and Sub Area level staff)

Questions and support for the Workload Analysis Tool and process:

15. Definitions in the tool
16. Q&A available on the Iowa Share Point site
17. The State Conservationist Advisory Team is providing Area level support related to the Workload Analysis Tool. They will raise questions to the ASTC-MS as needed.
 - Area 1 – Jim Lahn
 - Area 2 – Jason Moore
 - Area 3 – Aaron Anderson
 - Area 4 - Shane McNaughton
 - Area 5 – Lori Altheide

Definition updates:

18. Line 25 = New contracts for this fiscal year
19. Line 155, 156, and 157 = Staff that is part-time in the Field Office is included as part-time below.